

Assessment Review Board

February 22nd, 2010

3:30 p.m. – Bar Harbor Municipal Building – Meeting Room

Draft - Meeting Minutes

1. **Meeting call to order:** Town representative Stan Harmon called the organizational meeting to order at 3:31 pm. In attendance were members Linda Martin and Kyle Avila. Member Terry O’Connell was present and available via the conference phone. Councilor Peter St. Germain was also in attendance.
2. **Review Minutes from last meeting:** There were none.
3. **Approve Agenda:** As an organizational meeting, no approvals were made on this item.
4. **Election of Officers (Chair, Vice Chair, Secretary):** Mr. Harmon asked for nominations for Chair. Members nominated Kyle Avila; he was elected unanimously. Members then nominated Terry O’Connell for Vice Chair; he was elected unanimously. Members nominated Linda Martin for Secretary; she was elected unanimously. Mr. Harmon indicated that his role is to assist the Secretary in recording the minutes, to ensure that all hearings are recorded on a DVD, and to distribute any necessary documents to members, appellants and the assessors.
5. **Responsibilities of Members:** Chair Avila first discussed the background training that the members have had. It was disclosed that both Ms. Martin and Mr. Avila had been through a MMA training workshop within the last three years and that Mr. O’Connell had not. However, Mr. O’Connell has served as active member of the Assessment Review Board, and he presided at the Town’s last assessment hearing in 2000. He is familiar with the hearing process and with *Robert’s Rules of Order*. Mr. Harmon will mail Mr. O’Connell a copy of the training manual.

The abatement request on appeal to the Board was identified as Parcel # 240-002-000 at 77 Amscray Lane; the owners are William R. & Nancy E. Kales. In addition to other material already provided to the Committee, Mr. Harmon provided a list of relevant dates, original values, and other valuation data that is already in the record for the Board to review. It was also determined by the Board that a final opinion of the Board would be required by April 8th.

Mr. Avila then led a discussion concerning the duties and responsibilities of committee members and the purpose of the hearing(s). In order to better familiarize themselves with the hearing process, Mr. Avila and Ms. Martin asked Mr. O’Connell questions regarding his experience at the last public Assessment Review Board hearing ten years ago. It was also suggested that perhaps it might be wise to schedule a site visit to look at the property in question. The members then agreed on a process of the hearing itself that would likely start with:

1. Allow the appellants to present their case first to explain their abatement request materials
2. Allow any questions by the Board

3. Permit any rebuttal or final comments by the appellant
4. Ask the Assessor for the Town to summarize his written response
5. Provide time for questions to the Assessor by the Board
6. If necessary, schedule a date to continue the hearing in order to allow members time to incorporate any new material presented at the initial hearing into their deliberation as well as to permit a site visit by any member(s)
7. Adjournment/Continuation to a specific date

6. Scheduling of a hearing date for Kales appeal: The members scheduled the hearing for Tuesday, March 23, 2010, at 3:30pm and set aside the tentative date of Wednesday, March 31, 2010 at 3:30pm for a follow up meeting if necessary. Mr. Harmon then handed out a copy of the Assessor's response to the Kale's abatement appeal request to Mr. Avila and Ms. Martin. A copy of that response will be transmitted to Mr. O'Connell, and a copy will also be mailed to the Kales. The Board members asked Stan Harmon to provide a list of abatements already granted for this year prior to the meeting on the 23rd.

7. End of meeting: Before adjourning, the Board agreed that it would schedule a future workshop with Town staff to draft proposed Assessment Review Board *Rules and Procedures*. The Board would then take that proposal to the Town Council for approval. The meeting was then adjourned at 4:30 pm.

<p>Respectfully submitted by Linda Martin, Secretary, February 23, 2010</p>
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